

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job Opportunity

SECURITY GUARD 3 – Armed (Camp Murray)

OPENS:	March 4, 2010
CLOSES:	March 18, 2010
LOCATION:	Camp Murray, Tacoma (Lakewood) WA
RECRUITMENT #:	01-03042010-SecGuard3-Joint-001
SALARY:	\$2,855 - \$3,726 (Range 43) per month, depending on qualifications
ASSIGNMENT PAY:	\$3,135 - \$4,114 (Range 47) per month (Employees will receive assignment pay of 4 ranges when qualified and required to carry a gun.)

There is one opening for a Security Guard 3 - Armed position with the Washington Military Department's Joint Services Division located at Camp Murray (near Ft. Lewis).

AGENCY OVERVIEW

The Washington Military Department (WMD) has four major operational divisions: Army National Guard, Air National Guard, Emergency Management, and the newly created Washington Youth Academy. These divisions utilize state and federal resources to perform homeland defense, homeland security, emergency mitigation, preparedness, response and recovery activities, and education services for at-risk youth. The Military Department state budget consists of 317 FTE's and a total biennial operating and capital budget of \$276 Million. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

POSITION OBJECTIVE

Under the direct supervision of Program Specialist 3 (Security Manager), is a working supervisor that provides protection and security as a member of a work unit providing coordinated 24/7 installation coverage. Duties and responsibilities include but are not limited to the following:

- Coordinates, directs and controls services on an assigned shift to ensure the safety and security of Department property and personnel.
- Supervises Security Guard 2 (Armed Position) on assigned shift.

- Patrols, inspects, and monitors building/grounds/installations; controls gate access; responds to incidents/calls; and provides other required duties to ensure the safety and security of Department property and personnel.
- Supports Army National Guard, Air National Guard, and Emergency Management divisions with additional security requirements associated with emergency/disaster responses and related drills, exercises and training.

ESSENTIAL FUNCTIONS

Mental Demands:

- Ability to physically, mentally, and legally possess a weapon as part of their assigned job duties. This includes the ability to exercise sound/prudent judgment in potential use of force situations.
- Ability to effectively direct, coordinate, schedule and evaluate the work of a Camp Murray security unit supporting a 24/7 work schedule to ensure the security of Department property and personnel. This includes effectively interacting with other security supervisors and units.
- Use of senses and reasoning to gather information and make independent determinations regarding ongoing security issues. This also involves the ability to think and respond appropriately when quick/decisive action is required in emergency/stressful situations.
- Ability to read, understand, communicate and abide by applicable department policies/procedures, State/Federal laws, ordinance, rules and regulations associated with assigned security duties.
- Ability to gather information, develop accurate written incident/investigative reports and follow up on security incidents occurring at Camp Murray. This includes the ability to interview, obtain and accurately document statements from victims, witnesses, and/or suspects.
- Obtain and maintain a basic first aid and CPR certification to ensure trained staff is available to respond to basic first aid until appropriate medical response arrives.

Physical Demands:

- Ability to screen incoming traffic to assess required authorization to access the installation. This includes reading license plates/decals, verifying picture identification, and observing occupants to detect actual or suspicious/dangerous actions, items or other violations that would ban entrance.
- Adequate hearing capabilities to decipher radio traffic, hear vehicles approaching, understand occupants' responses, detect warning sounds/alarms, ascertain sound direction, and recognize related danger.
- Ability to execute a full range of physical motions to successfully complete defensive tactics and rescue operations.
- Ability to walk or stand for long periods of time while working at the guard shack, directing traffic and/or doing searches of vehicles, buildings and large outdoor areas.
- Ability to work outside in all types of weather to provide required gate access control/staffing.
- Manual Dexterity - Writing and light keyboarding and use of a personal computer/software related to word processing and issuing I.D. cards.
- Ability to verbally communicate with the public, other employees and converse by radio and telephone as necessary to ensure quick response to security related situations.

REQUIRED QUALIFICATIONS

- High School graduation or GED **and** three years of experience in areas of work such as: security guard, correctional officer, store investigation, police officer, police reserve officer, military police, or other law enforcement work.
- A certificate of successful completion of a basic law enforcement training program approved by the Washington Criminal Justice Training Commission; or a certificate of completion in a police or reserve police academy or military training program will substitute for one year of the three years of required experience.
- A valid Washington State driver's license.

DESIRED QUALIFICATIONS

Experience:

Supervisory or lead experience in areas such as: security guard/officer operations, correctional officer operations, police officer operations, reserve police officer operations, military police operations, other state or federal law enforcement operations.

Skills/Abilities to:

- Effectively direct, coordinate, schedule and evaluate the work of a security unit supporting a 24/7 work schedule to ensure the security of Military Department property and personnel. This includes effectively interacting with other security supervisors and units.
- Assist in the development, implementation, and monitoring of security policies.
- Communicate with the public, other employees, and converse by radio and telephone as necessary to ensure quick response to security-related situations.
- Understand and follow applicable laws, regulations, and other standards to establish and/or maintain a safe work environment.
- Handle highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping calm others.
- Use of senses and reasoning to gather information and make independent determinations regarding ongoing security issues. This also involves the ability to think and respond appropriately when quick and decisive action is required in emergency or stressful situations.
- Read, understand, communicate and abide by applicable Department policies and procedures, state/federal laws, ordinance, rules and regulations associated with assigned security duties.
- Ability to gather information, develop accurate written incident/investigative reports and follow up on security incidents. This includes the ability to interview, obtain and accurately document statements from victims, witnesses, and/or suspects.
- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents. Use standard functions to select, edit, copy, paste, format, and spell-check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.

Certifications:

- Basic First Aid
- CPR

CONDITIONS OF EMPLOYMENT AND BACKGROUND INVESTIGATIONS

Are you willing and able to meet all of these employment conditions?

If you cannot answer “yes” to all of these items, please do not apply because you cannot be considered for hire in these positions. Applicants will be required to sign conditions of employment statement.

Firearms Qualification and ability to carry a firearm

- Must be legally able to acquire and possess a firearm and ammunition, as well as be willing to carry and use the firearm in a safe and appropriate manner.
- Must successfully complete prescribed firearms qualifications training within the 6-month probationary or trial service period.
- Must be able to successfully complete mandatory follow-up training and annual weapons qualification requirements.
- Must possess a valid driver's license.
- Willing to wear uniforms provided by the Department.
- Willing to obtain/maintain a current American Red Cross Standard First Aid Certificate or equivalent.
- Willing to work nights, weekends, holidays, overtime and on a callback basis.
- Willing not to use or be in possession of illegal narcotics or controlled substances while on or off duty.
- Willing to be free from excessive alcohol consumption.

Background Investigation

- A personal history and background investigation, including a polygraph exam and psychological testing, is required due to the nature and security requirements of these jobs. Applicants are required to complete and sign a Washington Military Department “Personal History Statement” and “Waiver and Authority for Release of Information” form. You will not have access to any investigative materials and files. For information on how to obtain these forms, please see “How to Apply” on the back page of this announcement.

Military Facilities

- Must be willing to work in or around Military facilities and programs.
- Must comply with internal policy and procedure governing workplace conduct.

Computer Background Check

- Must successfully complete the appropriate background checks required to access Department of Defense computer systems. Must be willing to sign releases of information and shall not have access to any investigative materials and files. The processing of background checks can take six months post-employment. Failure to successfully pass a background check may be cause for termination

Union Shop

- This position is covered by a union shop provision. Therefore, as a condition of employment, employees are required to become a member of Washington Public Employees Association, or arrange to pay to that union a fee equivalent to its regular monthly dues.

SELF ASSESSMENT

The WMD will utilize a polygraph as part of our selection process. All applicants are encouraged to do a self assessment of eligibility prior to completing their application materials. Inability to meet the standards below, disqualifies you for eligibility for an armed security guard with the WMD.

1. Drug possession beyond these standards disqualifies you for eligibility for an armed security guard position with the Washington Military Department. "Possession" is defined as control, touching, holding, selling or trafficking (transportation for sale) any illegal (non-prescribed) drug.
 - No possession of marijuana/hashish within the last 3 years. No possession of other illegal drugs within 10 years.
 - No possession of marijuana/harnish over 15 times, regardless of time frame. No possession in the last 3 years.
 - No combined possession of non-prescribed stimulants (amphetamine/methamphetamine) over 3 times. Stimulants include speed, retalin, crank, crystal, ice, etc. No possession in last 10 years.
 - No injection of amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, or clandestine crank.
 - No combine possession of hallucinogenic drugs (LSD, PCP, hallucinogenic mushrooms, etc.) over 3 times. No possession within last 10 years.
 - No possession of non-prescribed opiates/narcotics(heroin, morphine, etc).
 - No possession of cocaine over 3 times. No possession within the last 10 years.
 - No selling, offering to sell, or transporting for sale of any illegal drugs/narcotics, regardless of time frame.
 - No possession of non-prescribed drugs while employed or after having been employed in a commissioned capacity by a law enforcement agency, regardless of time frame, (including a military position with law enforcement powers).
 - No possession on anabolic steroids within the last 3 years.
2. No Felony Convictions (Convictions under the age of 18 may be considered on a case-by-case basis.)
3. No Misdemeanor involving theft, crimes of violence, larceny, moral turpitude, sex offenses, or controlled substances. (Convictions under the age of 21 may be considered on a case-by-case basis.)
4. No DUI, reckless driving, or hit-and-run within the last 3 years.
5. No Domestic Violence Convictions.

HOW TO APPLY

Submit the following documents to applicant1@mil.wa.gov Indicate SECURITY GUARD 3 on the subject line of your email message.

1. Application - A completed Washington State Application Form.
2. Supplemental Questionnaire – Responses to the supplemental questionnaire listed at the end of this announcement.
3. References: - On a separate MS Word document, create a reference list. The heading for the reference list must include your full name, address, contact information (phone numbers & e-mail address) and the position title you are applying for. The list of references must include at least two of your past/current supervisors, one peer and one subordinate, if applicable. For each reference you list, please include the following:

Name
Professional Title
Working Relationship
Daytime Phone Number(s)
E-mail Address

Electronic application packets are preferred. Individuals who are unable to submit electronically may forward a hard copy by mail, or fax to:

Mistina Venesky
State Human Resources
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7941 Fax (253)-512-7808

Please note that incomplete application packets will not be processed.

RECRUITMENT AND SELECTION TIMELINE

Activity	Date
Recruitment Opened	March 4, 2010
Recruitment Closes	March 18, 2010
Initial applicant screening completed	March 25, 2010
Top candidates notified of interview selection	March 26, 2010
Interviews conducted	Week of March 29, 2010
Polygraph, Psychological Testing, and background check	
Anticipated Start date	May 1, 2010

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.

Washington Military Department
Security Guard 3
Supplemental Questionnaire

Name: _____ Date: _____

1. **Are you at least 21 years old?**
Yes ____ No ____
2. **As part of the pre-employment process, are you willing and able to undergo a background check which includes passing a polygraph and psychological examination?**
Yes ____ No ____
3. **Are you willing and legally eligible to carry a firearm? *Note: If you have had a felony or domestic conviction, you are not legally eligible.***
Yes ____ No ____
4. **Are you willing to work in or around Military facilities and programs?**
Yes ____ No ____
5. **Are you willing to wear a uniform?**
Yes ____ No ____
6. **Are you willing and able to work evenings, weekends and varying shifts?**
Yes ____ No ____
7. **Are you willing and able to work mandatory overtime?**
Yes ____ No ____
8. **Do you have and are you willing to maintain a valid Washington State driver's license?**
Yes ____ No ____

Briefly explain how you meet the defined requirements of the position?

9. **A major part of your duties will be the supervision of Security Guard 2's during your shift. Please choose the answer below that best describes the amount of experience you have working in a supervisory capacity.**

- ☐ None.
- ☐ I have less than 6 months of experience.
- ☐ I have 7 to 12 months of experience.
- ☐ I have 12 to 23 months of experience.
- ☐ I have 24 to 35 months of experience.
- ☐ I have 36 or more months of experience.

10. **Have you supervised employees performing physical security and/or police work?**

- ☐ Yes ☐ No

11. **Please check the answer(s) below that best describes the type of supervisory duties you have performed.**

- ☐ Recruitment and Selection
- ☐ Evaluations and expectations
- ☐ Performance management
- ☐ Corrective action and/or Discipline
- ☐ Scheduling staff
- ☐ Labor Relations
- ☐ Creating and maintaining position descriptions
- ☐ Recognition
- ☐ Developing Training
- ☐ Conducting Training

12. **What is the largest number of employees you have supervised at one time?**

- ☐ One to three
- ☐ Four to six
- ☐ Seven to nine
- ☐ Ten or more

Please list the Employer(s) in which you gained the supervisory experience.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

13. **How many months of full-time security experience do you have?**

- ☐ I have less than 12 months of experience.
- ☐ I have 12 to 23 months of experience.
- ☐ I have 24 to 35 months of experience.
- ☐ I have 36 to 47 months of experience.
- ☐ I have 48 to 59 months of experience.
- ☐ I have 60 or more months of experience.

14. **Have you completed an approved Law Enforcement or Correctional Officer training course, such as the ones offered by the Washington State Criminal Justice Training Commission? Note: Comparable training from another state is acceptable.**

Yes ____ : Date Completed _____ No ____

15. **How many months of experience do you have as a commissioned law enforcement officer?**

____ I have had less than 12 months of experience.
____ I have 12-23 months experience performing this activity.
____ I have 24-35 months of experience performing this activity.
____ I have 36-47 months or more experience in performing this activity.

16. **Have you successfully completed social sciences, behavior sciences, or criminal justice courses from an accredited college or university?**

____ No.
____ I have 1-5 semester hours or 1-7 quarter hours.
____ I have 6-10 semester hours or 8-15 quarter hours.
____ I have 11-19 semester hours or 16-29 quarter hours.
____ I have 20+ semester hours or 30+ quarter hours.

17. **Other than the courses listed in the above question, have you successfully completed any other course(s) from an accredited college or university?**

____ No.
____ I have 1-5 semester hours or 1-7 quarter hours.
____ I have 6-10 semester hours or 8-15 quarter hours.
____ I have 11-19 semester hours or 16-29 quarter hours.
____ I have 20+ semester hours or 30+ quarter hours.

18. **Please briefly describe your skills and experience in the following areas:**

Creating written communications (professional business correspondence, incident reports, flyers, logs, etc.).	
Developing and delivering presentations.	
Microsoft Office experience / skills. Include in your response, the programs you are competent in and examples of the types of tasks that you are able to complete.	